



Copying Course History from a Transcript to eSchoolPLUS

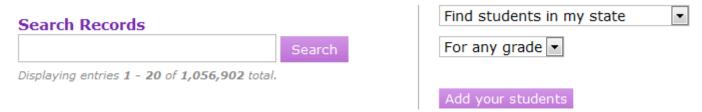
Triand allows counselors and registrars to copy past course history on a student transcript from a previous district into eSchoolPLUS at the new/current district.

To view/request a record for a student, click "students" on the Navigation menu.



With appropriate access:

Counselors and registrars will be able to view records for students in the state.



(Note: All student names and IDs are masked with asterisk for training purposes. Users will be able to view this information.)



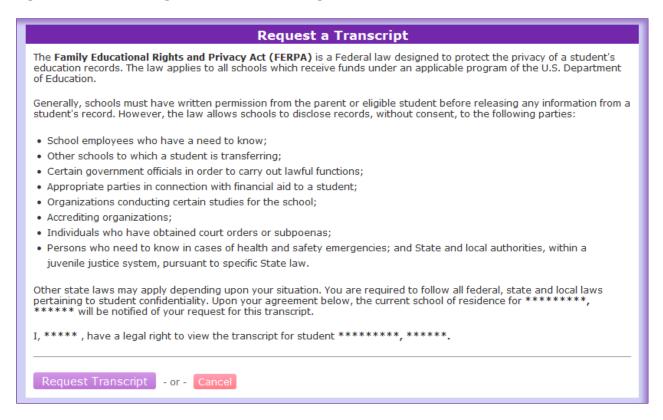
Use the search box to search for the student. When the student appears, click on his or her name.

If this student is a student from your school, the student record/transcript will appear.





If you are viewing a student that is not in your school, you will receive a FERPA Agreement message before accessing the record.



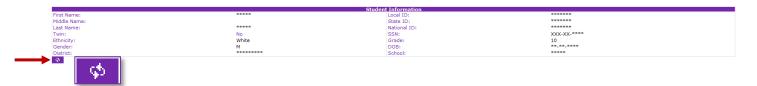
If you intend to officially request the transcript, click "Request Transcript" and the record will appear.



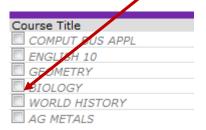




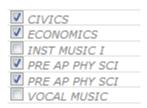
Once you have enrolled the student in eSchoolPLUS, click the "Refresh" button below the Student Information section to update the student's location, local ID, DOB, and the name of the student in Triand without having to wait until the nightly connection:



Notice the check boxes to the left of the courses taken a previous district.



For courses you wish to copy from the transcript to eSchoolPLUS at the current district, click the check boxes:



Next, you will click the "Copy selected history" button below the course history section.

Copy selected history

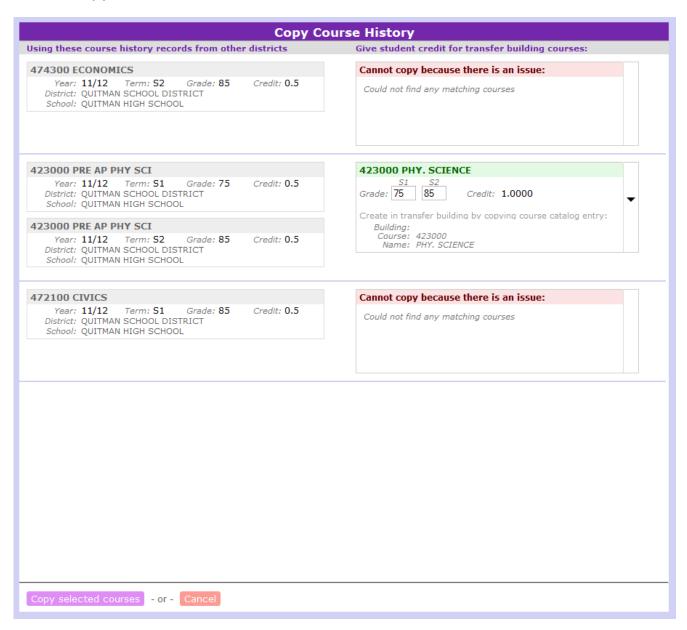
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A spinning icon will be displayed as information from the current district is being retrieved:





Once the information is retrieved from eSchoolPLUS, the Copy Course History box will appear:



On the left are the courses that were checked on the transcript to be copied. In the second column, you will see a drop-down box that will show all matching unique course names and course codes found in the current district.





Below is an example of what you will see if you click the drop-down arrow:

423000 PHY. SCIENCE
S1 S2 Grade: 75 85 Credit: 1.0000
Create in transfer building by copying course catalog entry: Building: Course: 423000 Name: PHY. SCIENCE
42300A PHY SCI (ALE)
Grade: 75 85 Credit: 1.0000
Create in transfer building by copying course catalog entry: Building: Course: 42300A Name: PHY SCI (ALE)
42300P PRE AP PHY SCI
Grade: 75 85 Credit: 1.0000
Create in transfer building by copying course catalog entry: Building: Course: 42300P Name: PRE AP PHY SCI
Do not copy these records
Hmmm, none of these choices seem appropriate. I'll probably copy these records manually with APSCN.

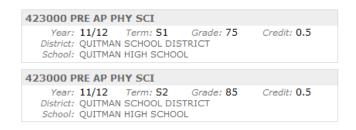
If a matching course cannot be found, you will see a message in red.

Cannot copy because there is an issue:	
Could not find any matching courses	





From the drop-down, you will need to make a selection for the course you wish to use and make any necessary edits:





Once you have selected and/or edited the courses you wish to copy, click the "Copy selected courses" button to copy the courses to eSchoolPLUS or "Cancel" if you choose to not copy the courses and/or edits:



If you choose to copy, you will receive a message on the transcript that the course was successfully copied:

